

DD/S RLC

DTR-7187

FILE

Training 3

72.0695

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Senior Seminar Speaker

1. This memorandum requests that you sign the attached letter to Mr. Frank Shakespeare confirming arrangements for him to speak to the Senior Seminar in April.

2. A preliminary sounding on the willingness and availability of the Director, USIA to meet with the Seminar group was made through Mr. Paul Conroy, Deputy Director of Training at USIA. He reported back that Mr. Shakespeare would be pleased to accept this invitation.

3. Mr. Shakespeare is scheduled for the Seminar on Monday, 24 April from 1415 to 1615 hours at the Chamber of Commerce Building. His topic will deal primarily with USIA objectives and activities in today's international situation.

STAT

 Acting Director of Training
Att
ILLEGIB

CONCUR:

John W. Coffey
Deputy Director
for Support

Date

CONCUR:

/s/
W. E. Colby

Executive Director-Comptroller

Date

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25 FEB 1977

The Honorable Frank Shakespeare, Director
U. S. Information Agency
Washington, D. C. 20547

Dear Frank:

We recently established a Senior Seminar Program which is limited to twenty of our most promising officers. I understand that you may be able to meet with them on the afternoon of 24 April. I certainly hope so, since they would profit greatly from hearing about USIA and its programs. I have asked the Senior Seminar staff to get in touch with your office and provide additional details about the Seminar. Please be assured that if you can spare the time it will be greatly appreciated by all concerned here.

Sincerely,

Richard Helms

Richard Helms
Director

STAT

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72.0696

The Honorable Frank Shakespeare, Director
U.S. Information Agency
Washington, D.C. 20547

Dear Frank:

I am delighted to confirm the arrangements made informally with your office for you to speak to the CIA Senior Seminar on the afternoon of 24 April.

Our Office of Training has recently developed the Seminar program which is limited to 20 senior CIA officers. Your discussion of USIA objectives and activities will fit most appropriately in that portion of the Seminar which focuses on the U.S. National Security structure.

Further details will be provided by the Senior Seminar Staff to your office.

Sincerely,

Richard Helms
Director

RSW

Recommend

your Per clearance.

R
PM

FILE

Training 3

DTR-7196

72.0697

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Invitation to Senior Seminar Speaker

1. This memorandum requests you to sign the attached letter to Mr. William B. Macomber, Jr., Deputy Under Secretary of State for Administration, confirming arrangements made by the Senior Seminar Staff for him to speak to the Senior Seminar in April.

2. As you know, Mr. Macomber addressed members of the first Seminar in October during their "Day at State" which included a series of meetings with senior officials in the Department. He impressed them as a candid speaker whose remarks and observations forcefully conveyed the attitude of State Department officers towards CIA activities overseas.

3. The Seminar Staff learned from their State contacts and Mr. Macomber's Staff Assistant that he found the last session stimulating and would enjoy meeting with the Senior Seminar again.

4. Mr. Macomber is scheduled to speak on State-CIA relationships on 18 April from 1400-1600 hours in the Chamber of Commerce Building.

STAT

Acting Director of Training

Att

CONCUR:

for John W. Coffey
Deputy Director
for Support

Date

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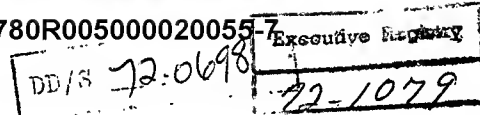
Recommendance

Mr. W. -

I'm wondering -- although the letter for
Mr. Colby's signature confirms the date, shouldn't
it also confirm the time?

p.

John Colby



25 17 12

The Honorable William B. Macomber, Jr.
Deputy Under Secretary for Administration
Department of State
Washington, D. C. 20520

Dear Bill:

I am pleased to learn that you may be able to meet again with our Senior Seminar participants on 18 April. They greatly benefited from their "Day at State" last October and were particularly grateful for the time you personally devoted to the program.

I have asked the Senior Seminar staff to get in touch with your office and provide additional details about the Seminar. Please be assured that if you can spare the time it will be greatly appreciated by all concerned here.

Sincerely,

W. E. Colby

W. E. Colby
Executive Director

STAT

OTR Rewritten O/ExDir/ ☐ sfc

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